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Comptroller

5 February 1951

Senior Analyst - Budget Division

Unvouchered Reporting

REFERENCE: Memo dated 25 January 1951 from the undersigned to the Comptroller reporting on the conference on same subject between the Budget Division Analysts and the Acting Chief, Accounts Branch, Finance Division.

1. Last week [redacted] Acting Chief, Accounts Branch, Finance Division delivered the unvouchered reports of obligations and expenditures, as of 31 December 1950, prepared upon individual Forms 34-12, for all organizational units utilizing unvouchered funds other than OPC and OSO. The latter two are already receiving reports upon another format.

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2. To my knowledge, these are the first unvouchered reports that have ever been prepared for distribution to accounts other than OPC and OSO. Their issuance effects the first step of our joint program with the Accounts Branch, FD, for an expansion of unvouchered funds reporting. Our plans provide for coordination with operating offices and I&S Audit, to the extent necessary, in the development of a more complete monthly unvouchered report. Content of the proposed report will be based upon information needs of operating offices. Exploration of these needs will be performed by the Budget Analysts. Format will be submitted for your review and approval before installation.

3. The Budget Division held a brief preliminary meeting for discussing the program objectives on Thursday, 1 February 1951. Another meeting will be held soon for appraising the reactions of the operating offices to the first unvouchered reports and for considering further plans and developments of our UV reporting program.

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HC:jhb

cc: Acting Chief, Accounts Branch, FD

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